

Strategic Planning for Results (SP4R) Definitions and Timeline

Defined Groups

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| Director | with staff, director oversees the Strategic Planning process; scheduling, publicity, keeping everyone informed, making sure information flows, maintaining task lists, making copies. The director is key. The director may work closely with a consultant. |
| Board of Trustees | responsible for the library mission. The trustees have full power to accept the final strategic plan. Typically one attends community meetings. The board meets at least once between the first and second community meetings. SP4R is a community-based process and the board must be invested and committed to community involvement. |
| Steering Committee | small group appointed by the board. One formula: director, 2 board members, 2 community members. This group will make many decisions and write and edit the final plan usually. In some libraries staff do all the writing. |
| Task Force | working group for two community meetings; usually about 20 – 25 people. The Task Force is made up of stakeholders—people whose opinions matter. Many of them will not be regular library users. They should include town government, leaders of organizations (PTO, local snowmobile club, service organizations) businesses, and a diverse group in the area served by the library. |

| Seminar Month | What happens | SP4R Tasks |
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| One | Design the planning process: set the budget; name the steering committees and task force; set meeting dates and a timeline; invite the task force; prepare orientation packets and deliver to task force. May create and announce an online survey. | 1, 2 |
| Two | Hold the first community meeting; Identify information gaps; fill with interviews, focus groups, surveys Hold staff retreat; hold trustee meeting. Write draft report with community meeting, retreat, all other input Work with facilitator to populate agenda for second community meeting | 3,4 |
| Three | Hold second community meeting Add information to draft report . Steering committee begins consideration Prepare for change: time to get real with staff, budget, future Consider library values and mission (board and staff) Write goals and objectives (workform G) Identify organizational competencies (workform K) | 5- 8 |

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| Four | Write the strategic plan and obtain approval Communicate the results of the planning process | 9, 10 |
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Timeline

- Board meeting to confirm interest in planning, name Steering Committee with library director, approve budget
- Nominations for Task Force to attend 2 Community meetings
- Set dates for two meetings, 6 weeks apart, with facilitator (Amy, Michael or local)
- Invite Task Force well ahead; try for acceptance for both meetings
- Create Orientation Packet
- Copy and snail mail Packet to Task Force & facilitator (have some extras on hand at meeting)
- Hold Meeting 1/ Introduction to process, Community needs and the library role
- Discuss results in the Steering Committee and draft report
- Hold Library Staff Retreat
- Hold Library trustee update session to review progress
- Hold Meeting 2/ choose Library Service Responses
- Discuss results in the Steering Committee and revise Draft Report
- Write/edit/goals and objectives for 3-5 year period
- Write one year "Action Plan" for what activities will happen in Year 1
- Discuss most effective ways to publicize the plan
- Present final report to the community

Equipment for the Community Meetings

Portable screen
 Laptop with PPT saved to desktop
 Flash drive, PPT
 LCD projector and extension cord
 Digital recorder
 Water, coffee and fruit in the meeting room
 Supper served after the Library Tour

Supplies

Nametags
 Pencils and scrap paper
 Large Pad and magic markers
 Forms for SOAR or SWOT